

Position Vacancy

**Political-Economic Assistant (Osaka-Kobe)**

The U.S. Consulate in Osaka is seeking individuals for two (2) positions of Political-Economic Assistant.

**OPEN TO:** All Interested Parties  
**POSITION:** Political-Economic Assistant (#A12002/12003)  
**OPENING DATE:** January 11, 2010  
**CLOSING DATE:** February 1, 2010  
**WORK HOURS:** Full Time 40 hours/ week  
**SALARY:** **Full Performance Level:**  
Ordinarily Resident (OR) FSN-9 ¥10,428,220 p.a.  
Not-Ordinarily Resident (NOR) FP-5 (Step 1 through 4)  
**Trainee Level:**  
Ordinarily Resident (OR) FSN-8 ¥8,664,261 p.a.  
Not-Ordinarily Resident (NOR) FP-6

**PLEASE NOTE:**

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

**BASIC FUNCTION OF POSITION:**

The incumbent advises the Consul General (CG) and the Political-Economic (PE) Officer on the views, influences and effects of global, Asian, U.S. and Japanese political, political-military and economic trends and developments within the consular district. The incumbent helps promote mission goals and objectives in the district by developing and maintaining close contacts with a broad range of regional leaders, including Diet members, prefectural governors, mayors and their staffs, local political party officials, Japanese Self Defense Forces (SDF) officers, business elites, economists, academics and the media. The primary focus is on significant developments and trends in political-military, political, governmental affairs, economic, investment, and trade issues. Under the direction of the PE Officer, the incumbent produces analytical reports and other materials on these issues, and translates and prepares remarks and speeches for the CG and PE Officer. The incumbent organizes and accompanies the CG and PE Officer on regional travel and to political and economic outreach events, and the specialist is responsible for arranging visits and courtesy calls for other Consulate officers and United States Government visitors as needed.

**QUALIFICATIONS REQUIRED:**

**Full Performance Level:**

1. Education: A minimum of a four-year university degree in political science, international relations, economics, business management, public policy or a related field.
2. Prior Work Experience: At least four years in a substantive position involving political or economic research/analysis, news reporting, university teaching or related field. Alternatively, four years of relevant experience in another Consulate or Embassy.
3. Language Proficiency: Level IV\* (fluent) English and Japanese

4. Knowledge: The incumbent must have an expert knowledge of official U.S. policies, especially those involving U.S.-Japan bilateral relations in order to advise the Consul General and Political-Economic Officer on issues of greatest U.S. interest. The candidate must also have a broad knowledge of economic and political structures and practices of Japan as a whole, and of the Kansai, Shikoku, Chugoku and Hokuriku-Shinetsu districts in particular. H/she must be familiar with the Japanese criminal codes and civil laws, the U.S.-Japan Security Treaty, Defense policy Review Initiative, Self Defense Forces structure, SOFA, and other pertinent laws
5. Skills and Abilities: Basic computer skills (Microsoft Office, Outlook, Word, Excel, and PowerPoint). Strong interpersonal and communication skills. Sensitivity to cultural differences and different management styles. Ability to work well under periods of high stress. Ability to interview interlocutors with the aim of obtaining information based on USG policy requirements. Ability to meet deadlines. Ability to informally translate and/or interpret spoken and written Japanese into English. Strong analytical and English writing skills. Strong Japanese speechwriting skills. Comfort with meeting contacts after hours and on weekends at receptions and other settings. Comfort with frequent TDY travel.

### **Trainee Level:**

1. Education: A minimum of a four-year university degree in political science, international relations, economics, business management, public policy or a related field.
2. Prior Work Experience: At least two years in a substantive position involving political or economic research/analysis, news reporting, university teaching or related field. Alternatively, four years of relevant experience in another Consulate or Embassy.
3. Language Proficiency: Level IV\* (fluent) English and Japanese
4. Knowledge: The incumbent must have knowledge of official U.S. policies, especially those involving U.S.-Japan bilateral relations in order to advise the Consul General and Political-Economic Officer on issues of greatest U.S. interest. The candidate must also have knowledge of economic and political structures and practices of Japan as a whole, and of the Kansai, Shikoku, Chugoku and Hokuriku-Shinetsu districts in particular. H/she must be familiar with the Japanese criminal codes and civil laws, the U.S.-Japan Security Treaty, Defense policy Review Initiative, Self Defense Forces structure, SOFA, and other pertinent laws
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\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

**TO APPLY:**

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily Resident applicants who are not Japanese citizens **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

**SUBMIT APPLICATION TO:**

Minako Morimoto  
Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818  
Or by email: [tokyorecruitment@state.gov](mailto:tokyorecruitment@state.gov)

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

**DEFINITIONS:**

1. **Ordinarily Resident (OR)**: A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. **Not-Ordinarily Resident (NOR)**: Typically NORs are USEFMs and EFMs of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. **U.S. Citizen Eligible Family Member (USEFM)**: A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. **Member of Household (MOH)**: An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

***CLOSING DATE: February 1, 2010***